Public Case Recordation Geothermal Nominations

Menu Option: Pub CR Geothermal Nominations

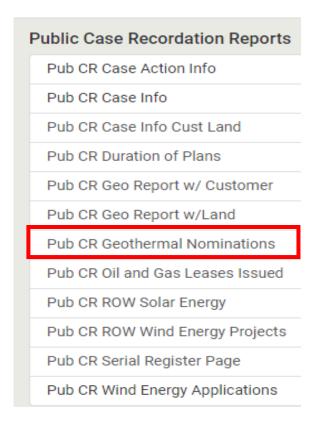
Purpose: This report will display the legal description for all lands that have been nominated for geothermal sale.

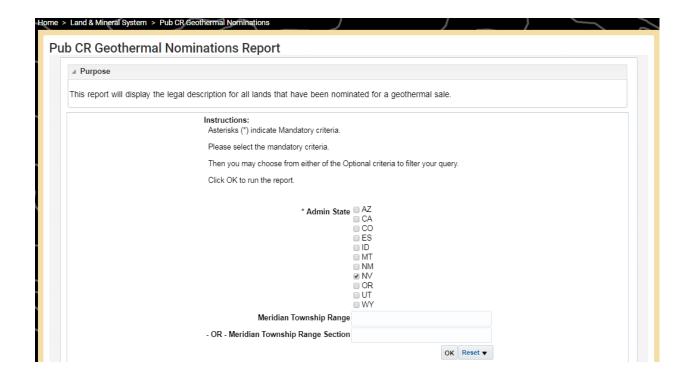
Selection Criteria: The criteria input for the report is found in the Lands & Minerals System Report, under the Public Case Recordation Reports section. There is a combination of required and optional criteria.

The required criteria include Admin State, Meridian-Township-Range, or Meridian-Township-Range-Section.

Procedure:

1. Select **CR Geothermal Nominations** from the reporting menu.





Identify the Required Information

2. *Admin State:

Type the two-letter state code in ALL CAPS in the text box or select one or more from the list box.

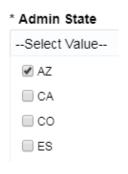
To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then select multiple items in the list box.

3. *Meridian-Township-Range (MTR):

Type the MTR (ALL CAPS) in the text box or select one or more from the list. The MTR must be entered as 2 digits for Meridian, space, 5 digits for Township, space, 5 digits for Range; for example to enter to T1N, R1E in Idaho you would enter 08 0010N 0010E

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then "click" on *Search* to bring up the *Select Values Table*.

See "Using the Select Values Table" below.



Meridian Township Range

Select Value	•
☐ 06 0010N 0590W	•
06 0010N 0600W	
06 0010N 0620W	
06 0010N 0630W	
06 0010N 0640W	
06 0010N 0650W	-
More/Search	

4. * Meridian-Township-Range Section:

Type the MTRS (ALL CAPS) in the text box or select from the list. The MTRS must be entered as 2 digits for Meridian, space, 5 digits for Township, space, 5 digits for Range, space, 3 digits for section; for example to enter to T1N, R1E section 1, in Idaho you would enter 08 0010N 0010E 001

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then "click" on *Search* to bring up the *More/Select Values Table*.

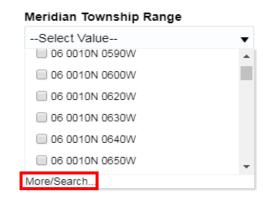


See "Using the Select Values Table" below.

Using the Select Values Table and Entering Data from a File:

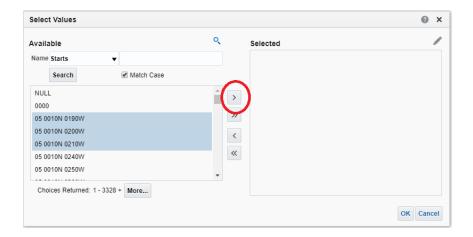
- 5. Generally there are three (3) ways to enter criteria into the report prompts
 - 1. Type directly into the text box
 - 2.Select from the dropdown list
 - 3.Use the Select Values table

To open the "Select Values" table click on More/Search at the bottom of any dropdown list.

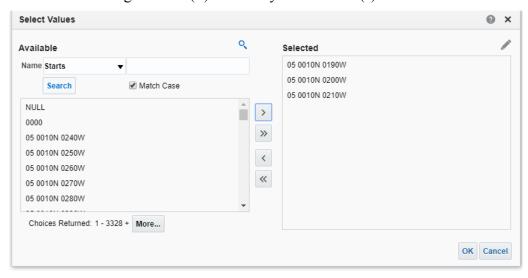


Several choices will be displayed at a time. To view more rows, click on the "More/Search" button to see the next set of choices. Use the scroll bar on the right side of the list to view all of the choices.

Click on a selection to highlight it. You can select one or more by holding the Ctrl key and clicking on the row(s) you would like; use the CLT key (for non-sequential items) or Shift key (for sequential items)



Click on the right arrow (>) to move your selection(s) to the "Selected" column.

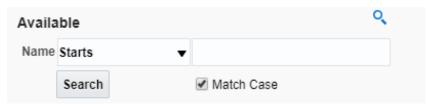


The single right arrow (>) moves the only the selected rows to the right.

The double right arrows (>>) move ALL rows to the "Selected" column on the right.

The single left arrow (<) moves only the selected rows in the "Selected" column back to the left side and they are no longer a part of the search.

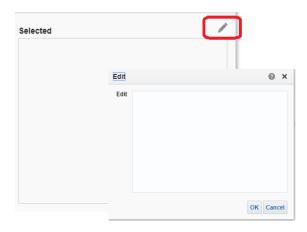
The double left arrow (<<) moves ALL rows in the "Selected" column back to the left side.



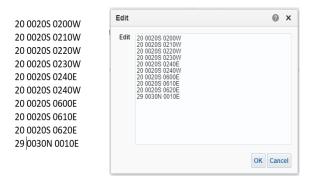
You may also search for specific values. The default is to search with any values that "Starts" with a particular set of characters. Other options are:



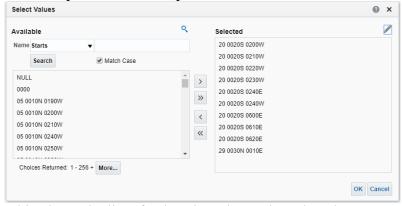
If you have a file, for example with the Meridian, Township, Range, (and Section), you may copy and paste the list into the "Selected" area of this search box. Click on the Pencil icon in the upper right corner.



This launches a small "Edit" box. From a Word document or Notepad, copy the list of values. The values must be in the proper format, one Meridian, Township, Range, (and Section) per line, single spaced.



Then use the copy feature to copy the list of values. Place your cursor inside of the "Edit" box, and press Ctrl – V to paste the list into the box. Click OK.



This places the list of values into the "Selected" column.

Process Report:

6. After selecting all criterion, click **OK** to process this report. You may also Cancel the report, return to the Previous screen, or reset the criterion by clicking on the down arrow next to Reset. Select either Reset to default values, or Clear All.

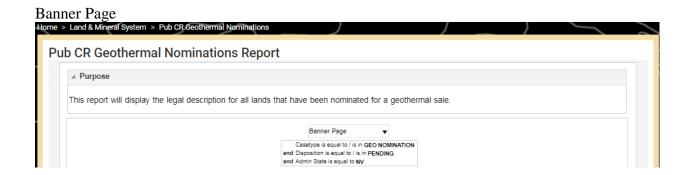


- 7. When processing has completed, there are several views for this report. The views are:
 - Geothermal Nominations;
 - Banner Page

To view the other views, click on the down arrow to select a different view.

Geothermal Nominations





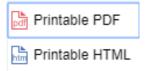
8. At he bottom of each view, there are several options to choose:

Return - Refresh - Print - Export -

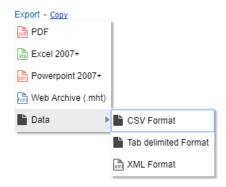
Return: Returns to the Criteria page.

Refresh: This will process the report again and refresh the data that is displayed.

Print: Allows you to print this report to .pdf format, or HTML format.



Export: Allows you to export the data to various formats:

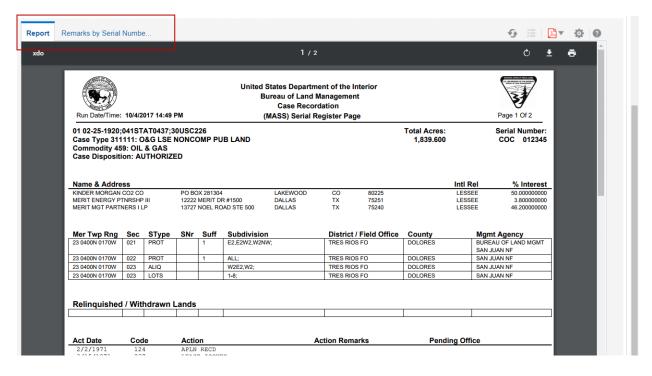


Links to Serial Register Page (SRP)

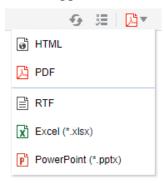
9. When the results of the report are displayed, the Serial Numbers are displayed in blue. This indicates there is a direct link to the Serial Register Page for the particular Serial Number. This is only accessible in the report display. Once the document is converted to .pdf or Excel the link is not available.

To go to the SRP – click on a Serial Number. Then click on the "SRP" link. Please be patient. It may take some time for the SRP to load. The SRP will be displayed in a new page. You will notice tabs at the top of the screen that allows you to return to the report after viewing the SRP.

There are two 'tabs' for this SRP – Report and Remarks by Serial Number. The first tab displays the serial register page with all of the information for that case, except any general remarks. To view and print the remarks, click on the "Remarks by Serial Number" tab.

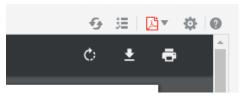


When the SRP is displayed, you may print it in pdf format. Click on the red Adobe icon in the upper left corner. Several options are available, but pdf is recommended.



Print Serial Register Page:

10. Hover the cursor into the upper right corner. You will see the printer icon which allows you to print this SRP in hard copy or save to a pdf file.



You may close this new page to return to the results.